What does Multi-Factor Authentication mean for me?

So, you have gotten an email from someone in IT or perhaps even your boss saying that they have added additional security verification to your account. So what does this mean?

Not to worry. That simply means that your organization wants to take some extra steps to ensure that you are who you say you are when signing in to your Office 365 apps such as email, one drive and anything else in office 365. This is done by using a combination of your user name and password and a phone. Either your office phone or a smart phone. Two-step verification is an additional security step that helps protect your account by making it harder for other people to access your account.

So the first thing you are going to need to do is complete the enrollment process. But before we start that process there are a few things to decide.

- **Office phone or mobile phone** - Choose between using your office phone or your mobile phone.
- **Office phone call** – If using a desk/office phone, need to be by the phone when accessing your email, you will receive a call.
- **Mobile phone call, text or mobile app** - If using a mobile phone, choose between receiving a call, a text, or using the mobile app.
- **Mobile app with a notification or verification code** - If using the mobile app, choose between receiving a notification that you respond to or a verification code.
- **App Passwords** - If you are using the native apple email program on your desktop and/or native apple email on your iphone, ipad, and/or native android mail app on your android phone or tablet, you will need to setup App Passwords through your RWU o365 portal account.

For more info, please click on following link:

Set up my account for two-step verification

Two-step verification is an additional security step that helps protect your account by making it harder for other people to break in. If you're reading this article, you probably got an email from your work or school admin about Multi-Factor Authentication. Or maybe you tried to sign in and got a message asking you to set up additional security verification. If that's the case, **you cannot sign in until you have completed the auto-enrollment process.**

Use a mobile app as the contact method

Using this method requires that you install an authenticator app on your phone or tablet. The steps in this article are based on the Microsoft Authenticator app, which is available for Windows Phone, Android, and iOS.

1. Select **Mobile app** from the drop-down list.
2. Select either **Receive notifications for verification** or **Use verification code**, then select **Set up**.
3. On your phone or tablet, open the app and select + to add an account. (On Android devices, select the three dots, then **Add account**.)
4. Specify that you want to add a work or school account. The QR code scanner on your phone opens. If your camera is not working properly, you can select to enter your company information manually. For more information, see Add an account manually.

5. Scan the QR code picture that appeared with the screen for configuring the mobile app. Select **Done** to close the QR code screen.

6. When activation finishes on the phone, select **Contact me**. This step sends either a notification or a verification code to your phone. Select **Verify**.

7. If your company requires a PIN for approving sign-in verification, enter it.
8. After PIN entry is complete, select **Close**. At this point, your verification should be successful.

9. We recommend that you enter your mobile phone number in case you lose access to your mobile app. Specify your country from the drop-down list, and enter your mobile phone number in the box next to the country name. Select **Next**.

10. At this point, you are prompted to set up app passwords for non-browser apps such as Outlook 2010 or older, or the native email app on Apple devices. This is because some apps don’t support two-step verification. If you do not use these apps, click **Done** and skip the rest of the steps.

11. If you are using these apps, copy the app password provided and paste it into your application instead of your regular password. You can use the same app password for multiple apps. For more info, [help with app passwords].
12. Click **Done**.

**Add an account manually**

If you want to add an account to the mobile app manually, instead of using the QR reader, follow these steps.

1. Select the **Enter account manually** button.
2. Enter the code and the URL that are provided on the same page that shows you the barcode. This info goes in the **Code** and **URL** boxes on the mobile app.

3. When the activation has finished, select **Contact me**. This step sends either a notification or a verification code to your phone. Select **Verify**.
Use your mobile phone as the contact method

1. Select **Authentication Phone** from the drop-down list.

2. Choose your country from the drop-down list, and enter your mobile phone number.

3. Select the method you would prefer to use with your mobile phone - text or call.

4. Select **Contact me** to verify your phone number. Depending on the mode you selected, we send you a text or call you. Follow the instructions provided on the screen, then select **Verify**.

5. At this point, you are prompted to set up app passwords for non-browser apps such as Outlook 2010 or older, or the native email app on Apple devices. This is because some apps don't support two-step verification. If you do not use these apps, click **Done** and skip the rest of the steps.

6. If you are using these apps, copy the app password provided and paste it into your application instead of your regular password. You can use the same app password for multiple apps. For more info, [help with app passwords].

7. Click **Done**.
Use your office phone as the contact method

1. Select **Office Phone** from the drop-down

![Microsoft Azure](image)

**Additional security verification**

Secure your account by adding phone verification to your password. [View video](#)

**Step 1: How should we contact you?**

- **Office phone**

Select your country or region  
Extension

Contact your admin if you need to update your office number. Do not use a Lync phone.

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

2. The phone number box is automatically filled with your company contact information. If the number is wrong or missing, ask your admin to make changes.

3. Select **Contact me** to verify your phone number, and we will call your number. Follow the instructions provided on the screen, then select **Verify**.

4. At this point, you are prompted to set up app passwords for non-browser apps such as Outlook 2010 or older, or the native email app on Apple devices. This is because some apps don’t support two-step verification. If you do not use these apps, click **Done** and skip the rest of the steps.

5. If you are using these apps, copy the app password provided and paste it into your application instead of your regular password. You can use the same app password for multiple apps. For more info, see [What are App Passwords](#).

6. Click **Done**.
Creating app passwords

1. Log on to the **Office 365 portal**.
2. In the top right corner select the widget and choose Office 365 Settings.
3. Click on Additional security verification.
4. On the right, click the link that says **Update my phone numbers used for account security**.
5. This will take you to the page that will allow you to change your settings.

6. At the top, next to additional security verification, click on **app passwords**.

7. Click **Create**.
8. Enter a name for the app password and click **Next**.

9. Copy the app password to the clipboard and paste it into your email desktop app.